

MINUTES
TOWN OF CAMP VERDE
WORK SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, MAY 17, 2017 at 5:00 P.M.

Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

1. **Call to Order**

Mayor German called the meeting to order at 5:00p.m.

2. **Roll Call**

Mayor Charles German, Vice Mayor Jessie Murdock (5:16 pm), Councilor Robin Whatley, Councilor Jackie Baker, Councilor Buck Buchanan, Councilor Dee Jenkins, and Councilor Brad Gordon (5:46 pm).

Also Present

Town Manager Russ Martin, Marshal Gardner, Town Clerk Virginia Jones and Recording Secretary Jennifer Shilling.

3. **Pledge of Allegiance**

Mayor German led the Pledge.

4. **Discussion with Manager and Finance Director regarding but not limited to the 2017-18 Budget, Capital Improvement Plan, followed by possible direction to staff.**

Town Manager Russ Martin explained how he'd like to see the meeting go tonight when going through the tentative 2017-18 budget. He would like to start with revenue discussions, and then go through relative details which are based on the projects that staff would like. He would then outline the CIP projects. He would like to hold a meeting July 12th to go over Park financing. Get bids and then decide in the fall if Council would like to borrow money. This would carve out the biggest piece of the pie and then after that, have the final budget approval in July/August. He would like to be as conservative as he can. There will be room to adjust things before the final budget is approved.

Mr. Martin explained where the numbers are with revenues. The current revenue report projects them down about \$400,000. Mr. Martin has gone through the budget by line item and projects that it will be down about \$300,000 (plus) in expenditures. He projects they will still be in the red operationally. He is comfortable with this projection. Mr. Martin feels that they are ahead of the game, and in a good financial position. Councilor Whatley wanted to verify that we have enough in Reserve. Financial Manager Mike Showers feels the Town is better off than originally thought. Mr. Martin feels that staff has been good about their spending and are being conservative. Councilor Jenkins stated that her concern going forward is, if we are flat this year and then again next year, how do we grow that and still maintain everything that we want to do. Mr. Martin explained that will show how he will do this as he goes through the budget today. Sacrifices may have to be made in lean years.

Mr. Martin explained where the numbers are with expenses. He explained that he spoke with staff to see what they would have to have.

Risk Management- is asking to increase the Safety Officer allocation of time/wages to an 80/20 split. He is recommending against this because of the additional mapping/inspecting of Storm water requirements. He doesn't want to put pressure on the time frames that Community Development Director, Carmen Howard would need to help fulfill that interdepartmental requirement for Storm water. Councilor Baker wanted to remind Council that AMRRP has a fulltime person to help risk pool members with whatever they need. That department could use this as an option to help out with inspections. Mr. Martin is glad this was brought up, and thinks that might be a good idea.

Library is requesting a budget increase to move two employees from part time to full time. Mr. Martin would love to prioritize this, but it is not a priority now. This would be a large leap in cost and they are not seeing revenue to offset the increasing

services quite yet.

CVMO is requesting a deputy position and a fulltime records clerk. Mr. Martin explained that he feels that more money should be given to current staff instead of hiring another position.

Community Development, would like a scanner to assist in digitizing the department. Mr. Martin doesn't feel they have enough staff or time to get the work done. He suggests work on GIS this year and then scan items next year.

Court is requesting a fulltime Judge. Mr. Martin feels they cannot fund a fulltime person. If the Judge is hired fulltime, they would have to pink slip the part timer that is already in there. Mr. Martin would like to hold on to staff who are already in there.

Public Works would like a Drafts Person. This fulltime position has opened up but they have not hired anyone yet. They are actively recruiting for this position as part time or under contract The fulltime position has been cut out of general fund.

Parks and Recreation and Storm Water Department are also requesting more staffing. Seasonal help is still budgeted to help out. Mr. Martin feels a fulltime position in these departments could be held off for a while. They will still have staff for camp and are currently looking for summer help if anyone is interested.

Cleaning - Mr. Martin agrees that this is a need but would be a long term structural change that would require almost a permanent annual budget allocation.

Sewer is asking for a laborer. Mr. Martin would like to hold on this for now and maybe delay this until the fall/winter season.

Councilor Baker stated that what has been discussed tonight is eliminating or not adding personnel to get jobs done. She feels that all department heads gave great evidence and support for all the requests they had made. She is worried about asking them to do more with less. She asked what are the other options that we could cut back to allow department heads to get what they need? Mr. Martin explained the reason for taking away is to be able to give a COLA and a wage adjustment. They did a salary survey and found they are 90% of market and are better off than you think we are. If a 2.3% COLA was given, then you would be spending about \$100,000. Another option for an increase would be 1.8% and maybe adjust wages in house which would be about \$80,000. Councilor Baker asked if this has been discussed with the department heads? Mr. Martin said yes and they are afraid if they were to cut out any wage increase they would lose employees and spend more recruiting new employees. Councilor Whatley appreciates putting in a COLA. She feels it tells our employees that we do value them. Councilor Jenkins would want it to be noticeable to the employees. Mr. Martin stated insurance cost are going up 4%. Councilor Murdock stated what you put in is what you get out.

Councilor Jenkins stated that when you start introducing more payroll, it's a fixed expense. She would like to see a real plan how to collect the money before bringing on more people.

CIP Budget- a \$200,000 transfer from Reserves is budgeted, \$350,000 from .65 monies to cover debt or existing projects. \$550,000 from general fund to go against an additional \$250,000 thousand from HURF.

These funds will go towards these projects-

- Parks Department \$250,000.
- Mobile Data Computers between \$65-\$80,000 and Mr. Martin would like to get the ok from Council to start moving forward on this project.
- The next phase of the Rezonnic Park \$20,000
- IT/Security \$18,000
- Roads \$450,000

Mr. Martin received a number from CISCO to install all campus key code locks and security cameras. The Council will need to decide what you want to do first. Mr. Martin suggests getting new servers first at about \$60,000. Then add some level of security at about \$25,000. The server stability and other issues at about \$50,000. This would also replace 20-25 computers on desks. CISCO would fund this total of \$150,000 with about 2% interest.

Mr. Martin would like to have a signed agreement to CISCO by the June 3rd meeting to be able to get the servers up and running. Councilor Gordon asked if mobile data security comes in the CISCO package? Mr. Martin said yes, they could finance it. He will work on this.

5. **Adjournment**

Mayor adjourned the meeting at 6.24 p.m.



Charles German, Mayor



Jennifer Shilling, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Work Session of Camp Verde, Arizona, held on May 17, 2017. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 8 day of June, 2017.



Virginia Jones, Town Clerk